

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN

Date: July 1, 2005
Transmittal: 3

Notice of Changes to Electronic Filing Policies and Procedures

Change code:

E = Editorial

P = New policy/procedure

R = Revised policy/procedure

Type of Change	Old Information	New Information	Reason for Change
R	R18(b) instructed filing users to prepare an exhibit index and file the index as the first attachment to the main paper. In addition, each exhibit was to be filed and identified as a separate attachment to the main paper.	R18(b) continues to instruct filing users to prepare an index of exhibits and file the index as the first attachment to the paper. In addition, each exhibit must now be described on the index both by an exhibit identifier and by a brief narrative description. Each exhibit must then be filed and identified as a separate attachment to the paper and must be identified for filing with the same exhibit identifier and narrative description used in describing the exhibit in the index. (Approved by Court at May 2005 Judges' Meeting and clarified at June 6, 2005 meeting of the Ad Hoc Committee on Electronic Filing.)	The amendment will make it easier for judges to receive and manage electronic exhibits.
R	R11 assumed that stipulations & orders were being filed as separate papers.	R11 describes the two ways that stipulations and orders can be submitted.	Clarification.
E	The sample signature block in R9(b) did not correctly identify the filing user in situations where multiple attorneys are listed.	The text of R9(b) has been amended to include the addition of a firm name (if applicable) to the signature block. A signature line has also been added to the sample signature block in R9(b) to identify the name of the filing user.	Correction.

Type of Change	Old Information	New Information	Reason for Change
E	The signature block shown on EXHIBITS A - E do not correctly identify the filing user in situations where multiple attorneys are listed.	EXHIBITS A - E have been revised to include a signature line and firm name (if applicable) to identify the name of the filing user. EXHIBITS A, B, D and E will soon be made available online at www.mied.uscourts.gov . Therefore, the "sample" designation has been deleted from those exhibits.	To conform to the amendment to R9(b).
E	EXHIBIT A, Notice of Change of Attorney Information, allowed attorneys to provide one email address.	EXHIBIT A has been revised to allow attorneys to submit secondary email addresses.	The revision addresses a common request by filing users to change a secondary email address.